

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – May 2nd, 2016 @ 5:00 P.M.
ROSEAU CITY CENTER COUNCIL CHAMBERS
121 Center Street East Suite 201
Roseau, MN 56751**

The Regular monthly meeting of the Roseau City Council was held on the above date, time and place. Members present were, Mayor Jeff Pelowski, Council members Pat Novacek, Amy Bassingthwaite, and Jane Evans. Absent: Councilmember Don Ross. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Police Chief Ward Anderson, and Jack Swanson – WILD 102 Radio, Lyle Grindy-Promotions Director, and Fireman Craig McMillian.

Mayor Jeff Pelowski called the meeting to order and the Pledge of Allegiance was said.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the April 4th, 2016 Regular meeting minutes with the following correction:

- Page 8 Mayor/Council – The date of the next meeting should be changed from “May 9th” to “May 2nd”.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the following Consent Agenda:

1. Presentation of Accounts Payable claims April 1st, 2016 through April 30th, 2016 Batch AP043016. April 2016 AP Checks #060430-060520 = \$257,462.19
2. Presentation of daily checks April 1, 2016 through April 30, 2016
Electronic payments #81-102 = \$357,327.25
Checks #60366-60429 = \$93,601.96
04/15/16 PR DD = \$36,592.27
04/29/16 PR DD = \$37,746.76
3. Presentation of Receipt entries March 1, 2016 through March 31, 2016.
4. Presentation of Journal entries JV2292016.
5. Audit Committee review of February 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. June 6th, 2016 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center
 - a. Baumgartner reception – August 6th, 2016
8. Investment–Roseau EDA Hi Fi as of 04/27/2016 is \$69,289.63.
9. Cash in bank-DNR Escrow as of 04/27/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 04/27/2016 is \$2,849,000.59.
11. Investment-Regular Hi Fi as of 04/27/2016 is \$1,545,469.93.
12. Investment Certificate of Deposit as of 04/27/2016 is \$775,319.91
13. Investment Certificate of Deposit as of 04/27/2016 is \$779,389.84.
14. Investment Certificate of Deposit as of 04/27/2016 is \$782,029.85.
15. Investment Certificate of Deposit as of 04/27/2016 is \$788,893.90
16. Cash in bank-Airport Fuel Sales Credit Card as of 04/27/2016 is \$31,494.85.
17. Investment-Roseau EDA Money Market as of 04/27/2016 is \$158,849.91.

18. Cash in bank-Pine to Prairie Birding Trail as of 04/27/2016 is \$9,080.30.
19. Cash in bank-Roseau EDA as of 04/27/2016 is \$2,624.51.
20. Department of Public Safety – Amendment of Lease
21. LG240B – Eagles Application to Conduct Excluded Bingo – Fairgrounds
22. LG240B – American Legion Application to Conduct Excluded Bingo – Fairgrounds
23. Roseau Liquor Store April Revenue & Expenditures Summary
24. City of Roseau April Revenue & Expenditures Summary
25. Resolution No. 21-16 – Resolution Accepting Donation (\$250 Gerald Koble – Riverview Park Splashpad)

Delegations- None

Committee Reports

Roseau Promotions Director -

Promotions Director Lyle Grindy presented the following items:

- MN DOT held an open house Thursday, April 26th on recommendations for future improvements to the TH 11 Corridor. The open house appeared well attended. Mr. Grindy has additional handouts from the open house for those who might not have been able to attend.
- Civic & Commerce will again be sponsoring a “Farmers Market” this summer.
- Civic & Commerce will be hosting the second annual “Circus” Saturday, June 18th at the Roseau County Fairgrounds.
- The Civic & Commerce with the Roseau CVB are jointly working on a new tourism website “GoRoseau”. SandPieper Design is developing the site. Organizations and businesses wishing to put items on the site should contact Lyle Grindy.
- Polaris stock closed @ \$98.97 per share. First quarter paid \$.55 per share.

Planning Commission-

CDC Todd Peterson reported on the April 25, 2016 Planning Commission meeting. The Planning Commission reviewed the report presented to the Roseau City Council by the Roseau Police Department on hazardous and abandoned structures in the City of Roseau. After discussion about the Planning Commission’s role in addressing code violations related to hazardous buildings, it was the consensus of the Planning Commission to review the buildings presented in the Police Report during the Planning Commission’s annual Tour of the City in May. After the annual tour the Planning Commission during its regular meeting will prioritize the structures for further clean-up and enforcement action. The May Planning Commission meeting and Tour of the City will be held on May 23rd.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council of the following items:

- Roseau County has two projects that appeared in the Senate Bonding bill including the Roseau County Transportation Building, City of Roseau Fire Station. Neither project is currently contained in the House or Governor’s Bonding Bills.
- Residential properties across the county have experienced substantial increases in their taxable market value for the upcoming year. The increase is reflective of increased sales prices for residential properties across the County. Spruce Township and the City of Roseau were among the highest increases in the County.

Operation Committee – No Report

Oak Crest Golf Course –

It was reported that the Golf Course is open for the season.

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but introduced the following airport item:

- The City received bids for the replacement of the leaking Jet A fuel tank at the airport. In addition, a bid alternate for the replacement of the 100LL AvGas was also solicited at the same time. The City solicited bids from 8 tank contractors and received 4 bids:

- Minnesota Petroleum (Base Bid) \$93,750 (Alternate) \$44,800
- O’Day Equipment (Base Bid) \$87,335.30 (Alternate) \$48,572.91
- Valley Petroleum (Base Bid) \$110,565 (Alternate) \$64,257
- Westmor Industries (Base Bid) \$117,308 (Alternate) \$56,277

The low bid on the project was O’Day Equipment with a base bid of \$87,335.30. The State of Minnesota will cost share the project at 60% State and 40% local. Valley Med Flight has agreed to pay the local cost share of the project as part of the fuel system operation. Jane Evans motioned, seconded by Pat Novacek to award the replacement of the Jet A fuel tank to O’Day Equipment for the base bid contract price of \$87,335.30 contingent upon an agreement with the State of Minnesota and Valley Med Flight for the cost of construction. The motion passed by unanimous vote.

EDA –

CDC Todd Peterson reported on the April 27, 2016 EDA meeting:

- The EDA met with representatives from Polaris, LifeCare MC and the Roseau School regarding the workforce recruitment efforts being undertaken with SandPieper Design and the EDA/CVB/C&C. All three entities agreed to participate in a sub-committee of the EDA to develop a comprehensive workforce recruitment effort and campaign.
- The EDA is in negotiations on the potential sale of an Industrial Park lot
- The EDA heard a report on the potential sale of Hat Trick’s Buffet to another party.

Department Reports

Liquor Store- No Report

Police Department –

Police Chief Ward Anderson provided an update on the LEGT (E-ticketing) effort. The Roseau PD is in the process of purchasing all of the computer equipment necessary to get the e-ticketing system operational in the city. The Warroad PD is the holder of the grant funding that is being used across Roseau County for the LEGT upgrades so all of the City’s invoices are being sent to Warroad for reimbursement. Chief Anderson anticipates that the Roseau PD will be ready to go live on the e-ticketing system sometime around September. This will not meet the deadline set by the State to submit all tickets in electronic form; however, the City will issue paper tickets to offenders and the PD will transcribe those tickets into electronic form to submit to the Court System until the LEGT is fully in place.

Chief Anderson inquired with the Sentenced to Serve (STS) coordinator about helping with clean-up along the trails for animal feces. The STS Chief stated that they are very busy right now and that they would see if there is any time for them to help with that effort and that hopefully the weather will cooperate in helping remove the items naturally.

5:30 PM Public Hearing – Westside Court LLC

The City Council held a public hearing to determine whether or not the mobile homes located on the lot West of the Westside Trailer Court shall be construed as a nuisance or hazardous buildings. Pat Novacek motioned, seconded by Jane Evans to open the public hearing. The motion passed by unanimous vote. No one representing the Westside Trailer Court appeared or presented any comments to the City of Roseau related to the condition of the site in question. Roseau Police Chief Ward Anderson presented the City Council with photos taken in April 2016 that were presented to the owners of the Trailer Court and photos that were taken earlier in the day showing the current of the condition of the site. The photos from May 2nd show that all of the mobile home units have been completely dismantled and that all of the chassis of the units have been removed. However, the site still contains considerable amounts of construction debris and other remnants of the units including, tin siding, insulation, lumber, appliances and miscellaneous garbage and debris that constitute a nuisance according to the City Code.

It was noted that the owners of the Trailer Court were personally served with a notice from the Police Department to abate the nuisance existing on the property by no later than May 1, 2016. The property owners also received notice of the Public Hearing to be held on May 2, 2016 at 5:30 pm on this matter.

There was discussion about the debris contained on the site and where those materials can be properly disposed of and in what manner and the expectation of how long it might take to bring the property into full compliance with the City Code. The Council asked for Chief Anderson’s opinion on whether this constitutes a nuisance. Chief Anderson reported that it meets the definition as outlined in the City Code and that the property is a hazard as it is adjacent to a public park and that the debris is within 50 yards of where children are playing.

Jane Evans motioned, seconded by Pat Novacek to close the public hearing. The motion passed by unanimous vote. Amy Bassingthwaite motioned, seconded by Jane Evans to approve a resolution ordering the abatement of a nuisance/razing of the remnants of a hazardous building. The motion passed by unanimous vote.

RESOLUTION ORDERING THE ABATEMENT OF A NUISANCE/RAZING OF THE REMENENTS OF A HAZARDOUS BUILDING

**CITY OF ROSEAU
RESOLUTION NO. 22-16**

RESOLUTION ORDERING THE ABATEMENT OF A NUISANCE AND RAZING OF THE REMAINDER OF HAZARDOUS BUILDINGS LOCATED ADJACENT TO THE WESTSIDE TRAILER COURT IN THE CITY OF ROSEAU

WHEREAS, a Public Hearing was held at the Roseau City Council Chambers on May 2, 2016, to determine whether two (2) mobile homes placed by Westside Court, LLC, which had been removed from the Westside Trailer Court to a vacant lot near the Westside Trailer Park in February of 2015, constituted nuisances and/or hazardous buildings.

WHEREAS, Chief Ward Anderson of the Roseau Police Department presented the City Council with correspondence dated April 7, 2016, to President Jack Lund and Secretary Steve Czeh of the Westside Court, LLC.

WHEREAS, said LLC was advised that the subject mobile homes were to be removed in their entirety and all debris associated with said mobile homes was to be removed from the property no later than May 1, 2016.

WHEREAS, said correspondence was personally served upon the President and Secretary of the LLC. Chief Anderson also personally served upon them on said date, a Notice of City Council Meeting and Public Hearing indicating that a Public Hearing would be held on May 2, 2016, at 5:30 p.m., at the Roseau City Council Chambers located at 121 Center Street East, Suite 201, Roseau, Minnesota 56751. The purpose of said Notice was in the event that the LLC had not taken the necessary action to abate the alleged nuisance and/or remove the hazardous buildings.

WHEREAS, at the Public Hearing on May 2, 2016, Chief Anderson also presented photographs of the subject site; which photographs were taken on May 2, 2016. The photographs depicted that there remained debris and other detritus from said mobile homes on the subject property.

WHEREAS, Chief Anderson presented evidence that a Public City Park is immediately adjacent to the vacant lots containing the remnants of the mobile homes and that there is not a fence in place to prevent the debris from blowing into the park.

WHEREAS, no appearances were made by anyone on behalf of Westside Court, LLC.

WHEREAS, pursuant to Chapter 93 of the General Regulations of the Roseau City Code, the City Council of Roseau finds that the remaining portions of said mobile homes located at the vacant lot next to the Westside Trailer Court, constitute a nuisance and further, pursuant to Minn. Stat. §§ 463.15 and 463.261, said remnants of mobile homes further constitute hazardous buildings for the following reasons:

1. Said mobile homes are no longer structurally sound.
2. That construction material and other hazardous materials from said mobile homes remain on said vacant lot.
3. That the mobile homes and detritus pose a safety threat to the public.
4. That the mobile homes have been abandoned and inadequately maintained, and are dilapidated.
5. That the remnants of the mobile homes are unsanitary.

WHEREAS, the conditions listed above are more fully documented in the correspondence from Chief Anderson dated April 7, 2016, together with the attached photographs. (Copies of which are attached to this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROSEAU, MINNESOTA, AS FOLLOWS:

1. That pursuant to the foregoing findings and in accordance with Chapter 93 of the Roseau City Code and Minn. Stat. §§ 463.15 and 463.261, the Council orders the record owners of the above described nuisance and hazardous buildings/property or their representatives to make the following corrections on the property located adjacent to the Westside Trailer Court:
 - a. All remnants of said mobile homes, together with loose items and debris must be removed from said property no later than 30 days from the date of service of this Resolution upon the record property owners.

- b. The corrective action must be completed in compliance with all applicable City Codes and State and Federal regulations.
- c. That a Motion for summary enforcement of the Order will be made to the District Court of Roseau County in which the nuisance and hazardous building or property is situated unless corrective action is taken; or, unless an Answer is filed within the time specified in Minnesota Statutes §463.18 which is 20 days.
- d. That if the City of Roseau must take action to enforce this Order, all enforcement costs will be specially assessed against the Westside Court, LLC, real property and collected in accordance with Minnesota Statutes §§ 463.22, 463.161, and 463.21.
- e. That the City Attorney (by and through the City Police Department) is authorized to serve this Order upon the owners of the subject property at P.O. Box 275, Roseau, Minnesota 56751.
- f. That the City Attorney is authorized to proceed with the enforcement of this Order as provided in Minnesota Statutes §§ 463.15 and 463.261.

Adopted by the City Council of the City of Roseau on May 2nd, 2016

Approved:

 Jeff Pelowski, Mayor

 Todd Peterson, Community
 Development Coordinator

Attested:

 Beth Hellquist, City Clerk/Treasurer

Superintendent-

City Superintendent David Drown reported on the on-going negotiations with the Roseau Electric Cooperative (REC) to work cooperatively on a joint Automated Meter Reading (AMI) system. REC currently has an existing AMI system that the City Electric and Water Departments can integrate into eliminating the necessity to build its own system at great cost savings. The City would need to purchase all new meter equipment for each home and business and a few other pieces of equipment, but would not need to purchase a server or reading software. The anticipated cost of the system is anticipated to be \$575,000 and the City would be able to spread this cost out over 3 years as not all meters would be ordered and installed in one year (\$140k in 2016, \$217.5k in 2017 and \$217.5k in 2018). Superintendent Drown is requesting the City Council authorize him to solicit bids for a package of AMI metering equipment that is compatible with the existing REC AMI server and software. Pat Novacek motioned, Jane Evans seconded a recommendation to authorize bids for AMI meter equipment for the City of

Roseau that is compatible with the AMI system being utilized by the REC. The motion passed by unanimous vote. It was noted that an AMI system will have many advantages including:

- Customers will have better data on their utility usage
- The City will no longer have to physically read, connect and disconnect meters as they can be done remotely by computer
- The City can run the meter and billing systems with few staff
- The system can be used for future load management needs
- The new meters will be more accurate than many of the current meters

Superintendent David Drown reported that the job description for Billing Clerk Angie Vonasek has changed considerably since the conversion of the billing system from Frey to Banyon and that she has taken on new duties that were not previously included in her original job description when she was hired. Superintendent Drown recommended that the revised job description be submitted to Trusight, the city's pay plan consultant, to determine if any adjustment should be made in the rating and pay chart placement of this position. After discussion Pat Novacek motioned, seconded by Amy Bassingthwaite to submit the revised job description for Angie Vonasek to Trusight for a re-rating. The motion passed by unanimous vote.

Jane Evans asked about who would be in charge of the items the Beautification Committee oversaw including plantings around town and around the City Center. Superintendent Drown indicated that his staff will be taking care of those items and that Carol Amundson from Carol's Cedar Cellar will be helping insure that items are being properly cared for around town.

Annually the City of Roseau must appoint a Director and Advisor for the Northern Municipal Power Agency (NMPA) Board of Directors. The current Director is CDC Todd Peterson and Advisor is Superintendent David Drown. Both were asked if they were willing to continue in those roles and both agreed. After discussion Pat Novacek introduced the following resolution and moved for its adoption, the motion was seconded by Amy Bassingthwaite and approved by unanimous vote.

R # 19-16

**RESOLUTION APPOINTING DIRECTOR AND ADVISOR AS CITY OF ROSEAU REPRESENTATIVES
ON
THE NORTHERN MUNICIPAL POWER AGENCY BOARD**

BE IT RESOLVED, that Todd Peterson is hereby appointed Director and David Drown is appointed Advisor as City of Roseau representatives on the Northern Municipal Power Agency Board for May 1, 2016 to April 30, 2017.

Dated this 2nd day of May, 2016.

Elizabeth Hellquist Clerk-Treasurer

Jeff Pelowski, Mayor

City Attorney-
Nothing to report

Community Development Coordinator-
CDC Peterson reported on the status of the East Diversion project. The Corps of Engineers is completing plans for this summer to remove the earthen plug at the diversion inlet. At the same time the plug is removed the contractor will complete some repair work to the last phase of the project including repairing

a collapsed drain, and sloughing slope in the City Park. The Corps of Engineers has not received any new information on the efforts to have the City removed from the Federal 100-year floodplain. A contact at FEMA stated that they are still reviewing the Letter of Map Revision (LOMR) data submitted by the Corps and have not yet determined the process and timeline for incorporating the LOMR into the new Roseau County floodplain map approval. The Corps anticipates a decision on the LOMR data within the next 2 to 3 weeks and hopefully more information on the remainder of the implementation process after that time.

CDC Peterson also reported that he, Chief Anderson and Superintendent Drown have been working on a plan to get signage out on the diversion project to educate motorized vehicle users of where they can and cannot travel within the diversion project. CDC Peterson also met with Polaris Plant Director Dalton Pierce to show him the issues the City is having with damages from ATV traffic. Mr. Pierce agreed to help spread the word through his people at Polaris the areas that are off-limits to ATV traffic.

Fire Department-

Fire Chief Jeff Ballard reported on discussions the Fire Department has had regarding funding for the Fire Station expansion and the delay in the project due to the floodplain issues in light of the future capital needs for truck replacement. Chief Ballard is recommending that the Fire Station project be pushed back to 2018 and that the City look at the purchase of a replacement fire truck for 2017 as the highest priority. The Fire Department Truck Committee has been investigating some options for a replacement truck including some equipment trade-ins that will be coming from the Eden Prairie Fire Department who replaces its entire fleet every ten years. There might be some options to purchase more equipment and better equipment through that outlet than purchasing new. CDC Peterson noted that he has been working with John Wynne and the Roseau Electric Cooperative (REC) to pursue loan funding through the USDA RDLEG loan program that provides grant funding to the REC that they can then lend on projects such as a fire station at 0% interest for 10 years. Depending on the timing of such funding that may be an incentive to initiate the fire station project.

Chief Ballard also reported that he has submitted a grant application to the MN DNR for funding on some new fire equipment.

Mayor Council

RESOLUTION NO. 20-16 OF THE CITY OF ROSEAU APPROVING A PREMISE PERMIT

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, May 2, 2016, at 5:00 p.m., a Motion was made by Councilperson Novacek for passage of the following Resolution:

THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council of the City of Roseau allows gambling licenses to be issued within the City; and

WHEREAS, the City of Roseau has received a Premises Permit Application from VFW Post 8663 requesting to conduct lawful gambling at the Brickhouse Bar and Grill, 205 5th Ave, Roseau, MN; and

WHEREAS, this matter was fully discussed by the City Council of the City of Roseau;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA that VFW Post 8663's request for a Premises Permit at Brickhouse Bar and Grill located at 205 5th Ave, Roseau, MN 56751 hereby be approved.

The Motion for Resolution was seconded by Councilperson Evans, and upon a vote being taken, the following voted in favor: Pelowski, Bassingthwaite, Evans, and Novacek.

The following voted against the same: None
The following abstained: None
The following were absent: Ross

Adopted by the Council this 2nd day of May, 2016.

EFFECTIVE DATE: May 2nd, 2016

Mayor

ATTEST:

City Clerk-Treasurer

Mayor Jeff Pelowski reported that Senator LeRoy Stumpf released a \$1.8 billion Senate Bonding Bill today and that two Roseau County projects appeared within his bill including the City of Roseau Fire Station project. However he noted that the Senate Bonding Bill was considerably higher in funding and quite dissimilar to the House proposal (\$600 million) and Governor's proposal (\$1.4 billion) that funded less projects and had very few local government projects.

Councilmember Jane Evans asked when the City Clean-Up Week will be held this year. Superintendent Drown reported that the Clean-Up Week will be held the week of May 9th. There was general discussion about items that can be collected. Mayor Pelowski noted that there is a new provider for old liquid paint, stain and varnish collection in Roseau County. Paint Care will be accepting old paint at a collection site at Ace Hardware in Roseau. CFL bulb collection was also discussed.

Councilmember Pat Novacek asked about the resolution of the Temporary Liquor License request for the North Rink event. It was noted by CDC Peterson that a permit for a one-day Temporary Liquor License was issued by the State of Minnesota for the event.

Community Master Plan Review – Section 3 Land Use & Community Design

CDC Todd Peterson led a discussion on Section 3 of the City of Roseau Comprehensive Plan. Section 3 deals with Land use and Community Design. The discussion involved recommendations on future growth and annexation areas; areas the City should work with adjacent townships to protect from future incompatible development; and new strategies for subdivision development. The recommendations and changes will be incorporated into a revision of the overall Comprehensive Plan. At the next City Council meeting the Council will review Sections 4 Natural Resources and 7 Historic and Cultural Resources.

Unfinished Business - There was no unfinished business.

Council member Amy Bassingthwaite motioned, Council Member Jane Evans seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

Community Development Coordinator

Mayor